

PROCEDURES FOR NATIONAL INTELLIGENCE ESTIMATES

1. The DCI, DDCI, D/NFAC and C/NIC will determine on a case-by-case basis which organization in the Intelligence Community will be asked to prepare the first draft of a specific estimate.
2. The National Intelligence Council will have overall responsibility for presenting estimate drafts to the DCI for his approval, for obtaining preliminary Community coordination, and for presentation of an estimate to the National Foreign Intelligence Board.
3. The Agency assigned drafting responsibility will prepare terms of reference, which will be circulated by the NIC to other agencies and to the DCI/DDCI for comment. All NFIB agency heads should review this outline. Agencies will have 48 hours to respond.
4. The completed draft estimate will be provided to the appropriate National Intelligence Officer for review and to obtain the approval of the DCI. In cases where the NIC drafts an estimate, the draft will be reviewed by NFAC and NFAC comments either incorporated or presented to the DCI at the time the estimate is forwarded to the DCI for approval.
5. All estimates, except for the large military estimates such as 11-3/8 and 11-14, are to be coordinated by representatives of the Community within three working days after approval of the draft by the DCI. These representatives should be the senior line managers of each agency's component having primary substantive interest in the subject of the estimate. Either by telephone or in a meeting, agencies will present corrections of fact or alternative text where there is a disagreement with the draft. Alternative text will be approved by the agency head. The NIO will be responsible for revising the draft to accommodate corrections and for the inclusion of alternative text in the body of the draft. The holders of alternative views will be identified by agency.
6. The DCI will authorize circulation of the revised draft to NFIB principals for consideration at the next meeting of the NFIB.
7. All changes agreed at the NFIB will be completed within 48 hours following the meeting and the final estimate provided to the DCI for his approval not later than three days after the NFIB meeting. Agency views or text will not be included in an NIE if received more than 48 hours after an NFIB meeting.
8. The NIC should move estimates from initiation to readiness for NFIB consideration in two weeks. Any estimate schedule involving more than three weeks must be approved by the DCI.

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